

AGREEMENT
BETWEEN
THE TECUMSEH PUBLIC SCHOOLS
BOARD OF EDUCATION
AND THE
TECUMSEH ASSOCIATION OF
EDUCATIONAL OFFICE PERSONNEL (TAEOP)

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**THE TECUMSEH ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL
AGREEMENT**

This agreement entered into the 29th day of January, 2007, by and between the Board of Education of the Tecumseh Public Schools, Tecumseh, Michigan hereinafter called the "Board," and the Tecumseh Association of Educational Office Personnel, hereinafter called the "Association."

WITNESSETH

Whereas the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain in good faith with the Association as the representative of its office personnel with respect to hours, wages, terms and conditions of employment and

Whereas the parties, following extended and deliberate negotiations, have reached certain understandings which they desire to memorialize.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I - Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all office personnel.
- B. The Board agrees to negotiate only with the Association for the duration of this agreement.
- C. The Association shall include: All office/clerical personnel regularly employed by the Board.
- D. Nothing contained herein shall be construed to prevent any individual office personnel from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement, provided that the Association has been given the opportunity to be present at such adjustment.
- E. Agency Shop

All TAEOP employees in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the Association shall, at the end of the nine (9) weeks probationary period, become members, or in the alternative, shall, as a condition of employment, pay to the Association each year a fee in the amount equal to the yearly membership dues to be used for negotiation and administration of the Association Agreement.

- F. Upon satisfactorily completing the probationary period, newly hired employees shall sign and immediately deliver to the Board an assignment authorizing deduction of membership dues in TAEOP. Members of the Association must have an authorization on file two weeks prior to the second pay day in September. Once filed, such authorization shall continue in effect from year to year unless revoked in writing by the bargaining unit member to the Association with a copy to the business office.
- G. The Association assumes full responsibility for the validity and legality of such employee deductions as are made by the employer pursuant to this article and further agrees to indemnify and save the employer harmless by virtue of such collections and payments to the union.

The Association shall indemnify and save the employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of action taken by the employer in complying with this article, or in reliance upon claims by the Association that an employee must be discharged because s/he is not a member of the union in good standing.

ARTICLE II - Employee Rights

- A. The provisions of the Agreement and wages, fringe benefits, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status of membership in or association with the activities of any employee organization.
- B. The Association and its members shall have the right to use school building facilities at reasonable hours for business meetings.
- C. The Board agrees to make available to the Association in response to reasonable requests from time to time, all requested available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the office personnel together with the information which may be necessary for the Association to process any grievance or complaint.
- D. The Board specifically recognizes the right of the Association to invoke the assistance of the State Labor Mediation Board, or a mediator for such public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.

ARTICLE III - Management Rights

- A. "The Board, on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
 - (1) To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during the school day;
 - (2) To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof and are in conformance with the Constitution and laws of the United States."
- B. The Board of Education has the right to change its policies, including those policies that affect salaries, fringe benefits, and other terms and conditions of employment, if such changes do not conflict with the express agreement.

ARTICLE IV - Employment Requirements

- A. It shall be the policy of the Board of Education to employ only those persons who hold at least a high school diploma.
- B. All personnel when beginning initial service shall be required to serve a probationary period of not less than sixty (60) working days. During the probationary period the employee shall be paid wage commensurate with the assigned classification and step.
 - 1. To receive a regular appointment, a probationary employee must receive satisfactory appraisals and be recommended by the immediate supervisor.
 - 2. All newly hired office personnel shall be on a probationary status for sixty (60) working days taken from and including the first day of employment. If at any time prior to the completion of the probationary period, the employee's work performance is deemed to be unsatisfactory by the employer, he/she may be dismissed by the employer during this probationary period without appeal by the Association.
 - 3. An unsatisfactory work performance by a probationary employee will be discussed in conference with the employee, by the immediate supervisor and/or the Superintendent or his/her designee.
- C. Each employee shall receive once a year an "Employment Agreement" which shall set forth in writing his/her wage and/or hourly rate of pay, inclusive dates, place of employment, proper classification, and number of hours per day.

ARTICLE V - Compensation

- A. The wages of office personnel covered by the Agreement are set forth in Schedule A which is attached to and incorporated into this Agreement. Such wage schedule shall remain in effect during the one (1) year term of the Agreement. Personnel hired after July 1, 1990 shall be paid according to wage Steps 1-6, beginning with Step 1, unless experience credit is granted. Experience credit may be granted, with the employee being placed on any step of the scale, and experience credit not being applied toward longevity. Only those employees hired prior to July 1, 1990 shall be paid according to the "PRE 1990 BASE" rate.
- B. All office personnel shall be compensated for their work, in excess of forty (40) hours per week, at a rate one and one-half their regular rate or by time and one-half off. Absence from regular duties shall not exceed three (3) consecutive working days in the use of accrued time. All overtime must be authorized by the Superintendent or his/her designee, and the immediate supervisor.
 - 1. Compensatory time, in lieu of additional regular paid time or paid overtime, may be granted by the administrator when he/she determines it is necessary, subject to the following conditions and regulations:
 - a. The TAEOP member agrees to accept compensatory time in lieu of paid regular time or paid overtime to a maximum of four (4) hours.
 - b. The amount of compensatory time is approved by the responsible administrator in writing in advance of its being taken. A record of all compensatory time granted and/or taken must be maintained at the building level and sent to the Business Office at the end of each pay period.
 - c. Approved compensatory time must be taken within sixty (60) calendar days of the time it is earned.
 - d. The time for using compensatory time must be mutually scheduled and agreed to by the TAEOP and the responsible administrator.

- e. Compensatory time must be used within sixty (60) calendar days or must be paid to the TAEOP member as regular time or overtime, whichever is appropriate.
 - f. Compensatory time, if converted to paid time, shall be paid at the hourly rate applicable at the time the compensatory time was earned.
 - g. In emergency situations, compensatory time, just as overtime, may be approved retrospectively by the responsible administrator. Such approval may be granted in those situations in which prior administrative approval was not possible to be obtained by the TAEOP member.
- C. Credit for applicable previous office experience may be granted to new employees if performed within 6 months or less prior to employment with Tecumseh Public Schools. Such credit, if granted, shall not apply to longevity for those employees hired after July 1, 1990.
 - D. Credit for a previous Tecumseh Public School office employee returning shall be allowed. Such credit, if granted, shall not apply to longevity for those employees hired after July 1, 1990.
 - E. A member of the Negotiation Team of TAEOP engaged during the school day negotiating in behalf of the Association with any representative of the Board or participating in any negotiation, shall be released from regular duties without loss of wage and will not be charged against the secretary's leave of absence time.
 - F. A TAEOP member engaged during the school day in participation with a district committee or activity shall be released from regular duties without loss of wage and will not be charged against the secretary's leave of absence time.
 - G. In the event an employee is authorized to use his/her personal vehicle in the performance of his/her job duties, he/she shall be reimbursed at the current annual rate established by the Board of Education.
 - H. TAEOP staff members may elect to receive his/her wages spread over the said employee's scheduled work year (21/22 pays) or over the entire year (26/27 pays). The employee must exercise his/her option of receiving the wages in 21/22 by executing the proper form in the payroll office no later than June 15th. Once the option has been exercised, the employee shall not be permitted to revoke the exercise of his/her option for that contract year.

ARTICLE VI - Hours of Work

- A. The total number of working hours for each assigned job shall be determined by the Superintendent or his/her designee, and the immediate supervisor. The President of the Association shall be notified of any change in hours for any position covered by this Agreement.
- B. All office personnel shall be entitled to a duty free uninterrupted lunch. This is to be in accordance with the individual building time schedule.
- C. All office personnel working four (4) consecutive hours shall be entitled to a fifteen (15) minute break, which is to be scheduled with the immediate supervisor.

- D. School Closing (Act of God Days): All office personnel shall be paid on "Act of God" days when pupils are not in school, according to the following schedule: The first two (2) "Act of God" days during a contract year, employees will not be expected to report to work and shall be paid his/her daily rate of pay. If requested to work on those days by the immediate supervisor and authorized by the Superintendent or his/her designee, the office personnel shall be paid in addition to regular pay for a period of not less than two (2) hours at his/her regularly scheduled rate.

Thereafter, if school is cancelled, staff would be allowed to report to work two (2) hours late from his/her normally scheduled reporting time without any adverse consequences. If weather conditions prevent the employee from reporting to work at all, the employee may use leave time, personal business time, or vacation time to be paid for the time missed. If the employee is absent for the whole day they will be charged for all the hours they are normally scheduled to work.

- E. Delays/Emergency Closing: On days when school is delayed due to weather or other emergency, the employees covered by this Agreement shall be expected to report to work within one (1) hour of his/her regularly scheduled time and place, with no adverse consequences. If weather conditions prevent the employee from reporting on time or reporting at all, the employee may use leave time, personal business time, or vacation time to be paid for the time missed. If the employee is absent for the whole day, he/she will be charged for all the hours they are normally scheduled to work.

ARTICLE VII- Vacations

- A. All employees contracted for twelve (12) months shall receive a vacation with pay. If an employee, who previously held a less than twelve (12) month position should transfer to a full time twelve (12) month position, the employee shall from that point forward receive vacation time based on years of service. If an employee who previously held a twelve (12) month position should transfer to a less than twelve (12) month position, the employee shall be paid for vacation time accrued.
1. Employees who have worked less than twelve months during the current school year shall receive one-half (1/2) day vacation per month worked, to a maximum of one (1) week.
 2. Employees who have worked one (1) full school year shall be granted one (1) week vacation.
 3. Employees who have worked for two (2) continuous years shall be granted two (2) weeks vacation.
 4. Employees who have completed five (5) continuous years shall be granted three (3) weeks vacation.
 5. Employees who have completed ten (10) continuous years shall be granted four (4) weeks vacation.
- B. Vacations may be taken any time, which is agreeable to the immediate supervisor.
- C. Vacation time may not be accumulated.
- D. One week vacation shall be construed to mean 5 (five) week days or 7 (seven) continuous days. However, if a legal holiday shall fall within this time when work would not normally be expected of the employee, then the time shall be extended to 8 (eight) continuous days.

ARTICLE VIII - Leave of Absence

- A. Maternity leave without pay is available to female employees. The length of the leave shall not exceed six (6) months, renewable at the discretion of the board.
1. Fringe benefits shall continue subject to the following conditions:
 - a. Employees with one (1) year of service time, shall receive one (1) month of benefits.
 - b. Employees with two (2) years of service time, shall receive two (2) months of benefits.
 - c. Employees with three (3) years of service time, shall receive three (3) months of benefits.
 2. Maternity leave will be granted without experience credit and without sick leave accumulation.
 3. In order to obtain a maternity leave, the employee shall request in writing of the Board said leave at least sixty (60) days prior to the expected date of birth. Said request shall be filed with the Superintendent or his/her designee of schools along with a statement of pregnancy from the employee's physician. The request shall specify the beginning and ending date of the leave, and be accompanied by her physician's statement that there is no medical reason why the employee cannot continue to perform service until the beginning date of the leave.
 4. The Superintendent or his/her designee, on behalf of the Board of Education, and the employee, with the recommendation of the employee's physician, will meet and agree upon the beginning date if the leave of absence should conform to a normal break in the school year. A maternity leave must begin no later than the date of birth.
 5. Upon return to work within the time limits specified in Item 4, the employee shall be assigned to the same position occupied prior to said leave.
 6. An employee may make written application to the Superintendent or his/her designee for reinstatement prior to the expiration of the leave granted by the Board in cases of stillbirth or miscarriage; however, the Board of Education reserves the right to their sole discretion to approve accelerated termination of maternity leave on the basis of each individual case. The employee shall be eligible to return from maternity leave upon filing a physician's statement. The employee shall request a prospective termination date of the leave of absence at the time of request for the leave.
 7. Failure to return from maternity leave on the date specified in said leave application shall be conclusively deemed a resignation. Application to the Board of Education for an extension due to extenuating circumstances may be made by the employee.
 8. Failure to apply for a maternity leave as hereinabove specified may result in termination of employment when the employee can no longer perform the required duties.
 9. Paternity leave without pay, or fringe benefits, is available to either (only one at a time) female or male employees for purposes of adoption. The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. In order to obtain a paternity leave, the employee shall request in writing of the Board said leave at least sixty (60) days prior to the expected date of adoption. The Superintendent or his/her designee and the employee shall meet and agree upon the beginning and ending dates of the paternity leave.
 10. In lieu of the above provision for unpaid maternity leave, a pregnant employee shall have the right, if she so desires, to receive accumulated sick leave benefits beginning at such time as she is no longer able to continue work and is physically incapacitated. It is expressly understood this shall not include normal child care; and the employee shall not be entitled to avail herself of the foregoing unpaid maternity leave provisions if she chooses to receive sick leave benefits pursuant to the provisions of this paragraph. The following provisions shall apply:

- a. The pregnant employee shall be expected to perform all normal and reasonable duties required by her employment assignment.
- b. For all sick leave days claimed, the employee must have a physician's certificate verifying physical disability, which prevents her from fulfilling her professional responsibilities.
- c. The employee shall make necessary arrangements with the administration in advance to maintain program continuity during her absence.
- d. The employee shall be entitled to return to the same position.
- e. The Superintendent or his/her designee shall clarify in writing the status of the employee's position prior to the beginning of the leave.

B. Leave Without Pay

1. A regular seniority employee who is unable to perform his/her assigned duties because of personal illness or disability shall, at the written recommendation of a physician, be granted a health leave of absence, for the duration of said illness or disability for one (1) calendar year from the date the disability first arose. This leave will be extended for an additional year upon timely request made by the disabled employee.
 - a. In all of the above instances, the disabled seniority employee must submit a written request to the Board through the Superintendent or his/her designee prior to the start of each leave. Within thirty (30) calendar days prior to the expiration of a leave for which an extension is desired, a formal written request must be submitted to the Superintendent or his/her designee specifying the exact nature of the leave extension issued.
 - b. Each extension request must include a physician's statement certifying the illness of disability. Upon the employee's return to work a written physician's statement certifying fitness to return to work and to fulfill her/his duties must also be provided to the Superintendent or his/her designee thirty (30) calendar days prior to the employee's return. This physician's statement must accompany the employee's written notification of intent to return to work.
 - c. In determining an employee's eligibility for being granted a leave of absence or an extension to a leave of absence, she/he will be limited to the total amount of her/his accrued seniority but in no event more than three (3) years. Regardless of seniority, the disabled, regular employee will be granted a one year's leave of absence as outlined in paragraph 1 above.
 - d. Upon expiration of the leave, the employee will be returned to her/his position, if that position exists, if the leave has been for one (1) year or less. If said leave has been for more than one year, the employee will be returned to a position that her/his seniority and qualifications entitle her/him to hold. If no such position exists, the employee will have been deemed to resign if three years have elapsed or the employee's leave has exceeded her/his total seniority.
 - e. In placing a seniority qualified employee who has evidenced intent to return to work, the procedures outlined for priority in employee layoff and recall, as outlined in Article XIV will go into effect.
2. Prolonged illness in the immediate family, limited to spouse, children, and parents of the employee.
3. Personal leave of absence may be granted for reasonable periods of time for training related to an employee's regular duties in an approved Educational Institution.

ARTICLE IX - Absence With Pay

- A. All office employees with less than two (2) consecutive years of service shall be credited with one (1) day leave with pay per month or fraction worked. Two (2) personal business days shall be credited at the beginning of each contract year to those employees with less than three (3) years of seniority. No leave with pay will be granted prior to the employee's satisfactory completion of the probationary period. Any unused time shall accumulate to a maximum of seventy (70) days.

All office employees with two (2) consecutive years of service shall be credited with one (1) day leave with pay per month or fraction to be worked and 2 (two) personal business days beginning July 1st of each successive school year. Any unused personal business days shall be rolled into the leave bank, and leave time shall accumulate with a 70 (seventy) day limit.

All office employees with three (3) consecutive years of service shall be credited with one (1) day leave with pay per month or fraction to be worked and three (3) personal business days beginning July 1st of each successive school year. Any unused personal business days shall be rolled into the leave bank, and leave time shall accumulate with a seventy (70) day limit.

1. A personal business day shall be defined to mean time necessary to conduct personal affairs, which cannot be handled outside of normal working hours. Personal business days shall not be granted the day preceding or the day following holidays observed by the school district or personal vacation days.
2. Notification of a personal business day shall be made to the immediate supervisor and used in 1/2 day increments.

- B. Acceptable reasons for Leave of Absence with pay are personal illness or injury, quarantine and serious illness or death in the immediate family of the employee.

"Immediate family" is interpreted to include father, mother, sister, brother, husband, wife, child, grandparents, grandchild, parent-in-law, son-in-law, daughter-in-law, brother- or sister-in-law, or any other member of the family or household who has clearly stood in the same relationship with the employee as any of the above.

This leave with pay shall be deducted from the accumulated leave of the employee with the following exceptions:

1. Leave for death of spouse, parent, parent-in-law, grandparent, brother, sister, children or grandchild shall not be charged to accumulated sick days, providing such leave does not exceed five (5) days per occurrence.
2. Leave of two (2) days shall be granted to attend the funeral of a niece, nephew, aunt, uncle, or first cousin and not be deducted from the accumulated leave with pay of the employee.

- C. Leave not to exceed one (1) day shall be granted to attend the funeral of a close friend providing this time is made up by compensatory time or deducted from accumulated leave with pay.
- D. The President of the Association and one other member designated by the President shall be released one day each school year for attending area or regional conferences without loss of pay nor chargeable against the secretary's leave of absence.

- E. Absence with pay shall be computed from July 1 through June 30 of each year. In September of each year each TAEOP employee shall receive an accounting of his/her accumulated leave with pay, along with a copy of the current seniority list.
- F. Leave of absence shall be granted an employee called for Jury Duty. The Board agrees to pay the difference between the employee's daily wage and the daily jury fee paid by the court, providing such evidence is presented.
- G. Absence from duty for causes not mentioned in the above paragraphs shall cause full loss of pay.
- H. Absence with pay is contingent upon notifying your immediate supervisor before your absence.
- I. Absence for more than three (3) days for personal illness or illness in the family requires a doctor's certificate to be filed with the Superintendent or his/her designee.
- J. Staff Absence Reports shall be filed with the Superintendent or his/her designee, upon return to work.

ARTICLE X - Work Loads and Assignments

- A. On the first date of employment, the administration shall provide each probationary employee or Association member transferring from one job to another a written job description and work load assignment.
- B. In the event a job description is changed, the new job description will be sent to the Association President.
- C. Each Association member shall be provided with the necessary materials, supplies and training to carry out these duties.

ARTICLE XI - Quality Improvement Process

- A. **Initial Goal-Setting/Strategy Conference:**
[Quality Improvement Process form attached as Appendix C]

By September 30th each year the administrator/supervisor and TAEOP member will review together the job description and specific expectations of job performance. Goals for improvement of performance in any area shall be committed to written form, shared and discussed with the TAEOP member. Strategies for goal attainment shall be discussed and outlined. Any changes in the ways and means of performing the job should also be highlighted. Areas of strength should be highlighted and continuation encouraged.

The content of this discussion will be summarized in writing by the evaluator, presented to and content agreed upon by the TAEOP member, and will become a part of the quality improvement record.

B. Interim Meeting(s):

At least once during the mid-part of the employee work year, the administrator/supervisor and TAEOP member will meet to discuss goal attainment/suggestions using the same basic format as the initial meeting. The content of this discussion will be summarized in writing by the administrator/supervisor, presented to and the content agreed upon by the TAEOP member, and will become a part of the quality improvement record.

C. Final Interview:

Near the end of the TAEOP member's work year the administrator/supervisor and the TAEOP member will meet for a final interview. The TAEOP member and the administrator/supervisor should be open to information presented when there are significant differences in perception. A summary, comments and examples should be documented by the evaluator and presented to the TAEOP member. The TAEOP member may write and submit a personal response, which will be attached as a permanent part of the quality improvement record and/or may also request a conference with the administrator/ supervisor.

D. Developmental Action Plans:

[Developmental Action Plan form attached as Appendix D]

Any TAEOP member who needs to make significant performance improvement will be placed on a Developmental Action Plan. The implementation of a plan will be documented on the form provided, including the specific performance improvement required, the education, training, strategies or other supervisory interventions that will be provided to help the employee achieve the necessary improvement, how and when the improvement will be monitored and measured, and the date by which the desired improvement must be achieved. The plan will be carefully reviewed with the TAEOP member and his/her administrator/supervisor and a copy forwarded to the Superintendent or his/her designee. The employee may request a second review be held and the Superintendent or his/her designee may grant this review to clarify any issue in the plan.

At or near the plan completion date, a review will be conducted to document the TAEOP member's level of success in meeting the plan's objectives. Any further action will also be discussed and documented.

E. TAEOP Members Serving Probationary Period:

[Probationary Appraisal form attached as Appendix E]

On the first day for regular TAEOP members who are serving the nine (9) week probationary period the administrator/supervisor will conduct an Initial Meeting to review the job description, discuss expectations of job performance, and answer any questions. An Interim Meeting must be conducted at the end of twenty (20) working days, or sooner if deemed necessary by the administrator/supervisor or requested by the probationary employee, and a Developmental Action Plan will be developed if performances need improvement. The immediate supervisor of a TAEOP member or new employee who is not the evaluator shall be included in this process. A written probationary appraisal and review interview will be completed at the end of nine (9) weeks. If this interview results in an extension of the probationary period to thirteen (13) weeks, the Developmental Action Plan will be adjusted.

If at the end of the extended probation, the employee has satisfactorily followed the Developmental Action Plan and the administrator/supervisor intends to recommend him/her for permanent status, the administrator/supervisor will submit a formal written reappraisal.

If at the end of the extended probation the TAEOP member has not satisfactorily followed the Developmental Action Plan, he/she may be dismissed with no recourse to the grievance procedure provided that the proper Quality Improvement Process steps were followed.

F. Newly Hired Employees Serving Probationary Period

On the first day for newly hired employees who are serving the sixty (60) working day probationary period the administrator/supervisor will conduct an Initial Meeting to review the job description, discuss expectations of job performance, and answer any questions. An Interim Meeting must be conducted at the end of thirty (30) working days, or sooner if deemed necessary by the administrator/supervisor or requested by the probationary employee, and a Developmental Action Plan will be developed if performances need improvement.

A written probationary appraisal and review interview will be completed at the end of the probationary period. If the newly hired employee has not satisfactorily followed the Developmental Action Plan he/she may be dismissed with no recourse to the grievance procedure provided that the proper Quality Improvement Process steps were followed.

ARTICLE XII - Vacancies, Newly Created Positions, Transfers, Reclassifications

- A. All TAEOP members shall receive written notification (job posting) of any vacancy or new position covered by this Agreement. TAEOP members will have ten (10) working days to apply for such positions.

TAEOP members on authorized leave may apply for vacant or new positions. Current part-time employees may apply for other vacant or new part-time positions while continuing to hold their original positions, provided that the scheduled hours do not conflict. For purposes of determining benefits, the hours of all positions covered by this Agreement held by one employee shall be added together, not to exceed forty (40) hours per week.

In the case when more than one TAEOP member applies, the senior employee will be transferred to fill the vacancy or new position, provided that the employee has the necessary qualifications and ability to perform the duties of the job as determined by the Superintendent or his/her designee and the immediate supervisor.

Members bidding for transfer within the same classification or to a lower classification shall be deemed qualified and shall not be tested on skills basic to that classification. Members bidding for transfer to a higher classification must be qualified and have the abilities to perform the duties of the new position as determined by the employer.

In the instance that no qualified TAEOP member applies for the newly posted position, applications may then be accepted from persons outside the TAEOP.

All applicants will be promptly notified in writing when a position has been filled. The Association President will receive copies of all correspondence regarding posted positions.

- B. Job postings will include an outline of the type of work, starting date, classification and rate of pay, hours to be worked, name of supervisor, and the qualifications, skills, and abilities needed. A more detailed job description will be available to interested applicants.
- C. Employees moving from one position to another covered by this agreement do so at the same wage step either within or between classifications. Any benefit changes related to a change in classification take effect at the time the employee assumes the new position. Such employee will have the option to resume his/her previous position upon written notification within the first 20 (twenty) working days on the new job. Such employees will serve a 9 (nine) week probationary period and be evaluated according to the terms of Article XI.
- D. Job classifications are specified by this Master Agreement and copies of job descriptions are on file in the Board of Education office, with the immediate supervisor, with each employee and with the President of the TAEOP.

In general, classifications are differentiated based on the level of skill, knowledge, training, qualifications, experience and expertise that a particular assignment requires of a person in order for that person to perform the essential functions of that assignment, not historical practice.

Changes in job classifications related to changes in a job description or the creation of a new position may be proposed by either the administration or TAEOP. The final determination of the classification shall be mutually agreed between the Superintendent or his/her designee and TAEOP.

When the classification of a position is changed, any existing employee in that position will be placed on the same step in the new classification as in the old. There will be no probationary period in such cases.

Whenever the specific work assignment(s) of an employee is changed, the administration, employee, or Association may propose modification of the classification, hours or days worked, or other terms of the individual's employment. The final determination of the classification shall be mutually agreed between the Superintendent or his/her designee and TAEOP.

- E. TAEOP members will have the opportunity to apply for voluntary transfers on an annual basis. The applications must be submitted in writing to the Superintendent or his/her designee by June 30 of each year and decisions, made by the Superintendent or his/her designee, will be made no later than July 31 of each year. (Voluntary transfer form attached as Appendix F.)
- F. All temporary clerical/office related project hours of sixty (60) calendar days or less must be posted to the TAEOP membership before any outside substitute or temp is hired. Any TAEOP member who accepts the extra project will be compensated at the established rate of secretarial sub pay with the understanding that these are separately contracted hours from her/his normal day and are not subject to overtime pay or qualification for fringe benefits. The membership response deadline in these instances will be reduced from ten (10) to five (5) working days. If no TAEOP member bids on the temp job, it may be offered or advertised outside, with the same qualifications and at the same established substitute secretarial pay rate as was offered to the TAEOP members.
- G. Any extra clerical/office related hours of more than sixty (60) calendar days duration will be considered as a TAEOP position covered under this agreement.

1. The position will be posted for bid to association membership at least ten (10) days prior to the onset of the extra hours according to Article XII, Section A.
2. The membership response deadline in these instances will be reduced from ten (10) to five (5) working day.
3. If the extra hours are not posted at their onset because the job is not anticipated to last longer than sixty (60) calendar days, but the hours are then extended beyond sixty (60) calendar days, they must be posted to the membership at once as outlined in section G, #1 above.

ARTICLE XIII - Resignation, Dismissal, and Discipline

- A. A written notice of resignation shall be filed with the Superintendent or his/her designee at least two (2) weeks prior to the desired effective date of resignation. Under extenuating circumstances, the Superintendent or his/her designee may waive such notice.
- B. Dismissal, discipline or demotion of any office personnel shall be made only for reasonable and just cause.
- C. There shall be no recourse to the grievance procedure for any office personnel discharged or suspended from employment for any of the following reasons:
 1. Excessive absenteeism.
 2. Unauthorized absenteeism.
 3. Neglect of duty.
 4. Failure to comply with established leave of absence procedure.

ARTICLE XIV - Lay-Off Procedure

- A. Seniority
 1. New employees hired under the TAEOP contract shall fulfill the requirements of probation before being granted seniority.
 2. Seniority shall be determined by date of permanent employment contract by the Tecumseh Board of Education. In the event two (2) or more employees start employment on the same day, seniority shall be determined on the basis of a numerical draw, with number one (1) being granted first seniority.
- B. Necessary Reduction of Staff Lay-off

It is recognized that it is at the sole discretion of the Board of Education that the number of staff be increased/decreased as available funds allow and when it is necessary to reduce the staff of TAEOP, it is agreed by the Board and the Association the following procedure be followed:

1. Co-op positions will be eliminated first, with the work value of each of these jobs equivalent to two (2) hours of work for permanent employees, and these hours shall be applied against proposed reductions.
2. Probationary employees will be laid off next. Probationary employees shall be considered as terminated rather than laid off in the event of a reduction in work force. There shall be no requirement for the District to rehire or recall probationary employees.
3. Reduction of Hours: In the event the District reduces an employee's regularly scheduled hours below the level to which they qualify for full benefits, the employee may displace the least senior employee to regain, as close as possible, the hours that were lost due to reduction. Such a transfer of assignments is expressly conditioned upon the employee

being qualified to assume the full responsibilities of the assignment to which he/she can be transferred. Qualified shall be defined as being able to assume the position without substantial re-training or additional schooling, and the ability to meet the minimum qualifications. If the Board of Education determines a reduction in hours is necessary, the Steward of the Association shall be consulted.

4. In the event permanent employees must be laid off, lay off will be on the basis of seniority.
5. Written notification of layoff shall be provided no later than June 30 of each school year except in the case of a financial emergency, in which case written notice shall be provided as soon as is practical.
6. In cases where jobs are eliminated or the number of positions is reduced within the TAEOP unit, the following rules and procedures shall apply:
 - a. For positions eliminated an equal number of lowest senior members shall be laid-off. If one or more of these members holds a part-time position then the next least senior member shall also be laid-off to ensure enough full time positions are available for higher seniority members whose positions have been eliminated.
 - b. Positions made vacant by lay-off shall be placed up for bidding, which shall be open to all interested Association members. Positions shall be filled according to seniority, with the most senior member bidding having the right to accept or decline and going down the list of bidding members until the position is filled.
 1. Members bidding for transfer within the same classification or to a lower classification shall be deemed qualified and shall not be tested.
 2. Members bidding for transfer to a higher classification must be qualified and have the abilities to perform the duties of the new position as determined by the employer.
 3. Persons bidding in a lay off situation forfeit the right to return to their former position. Such employees will serve the nine (9) week probationary period and be evaluated according to the terms of Article XI.

C. Recall

Seniority employees shall be recalled in inverse order of layoff for new or reinstated positions for which they are qualified. This shall also include employees whose hours were reduced as a result in the reduction of the work force. The employee shall be the first to be recalled based on seniority to restore the employee to the amount of previously assigned hours that were lost as a result of reduction in force. If an employee transfers to a third position, not a result of reduction of the work force, they shall forfeit that original position.

1. Personnel shall be notified of vacancies by certified mail, at last known address, which shall be provided to the Personnel Office by the employee.
2. Personnel shall have ten (10) working days after receipt of said letter to notify the Superintendent or his/her designee of their intent.
3. Failure to respond within the time limit shall result in termination of all employment rights.
4. The recall list shall be maintained by the Superintendent or his/her designee who should be notified if employee wishes to have name removed from the list.

ARTICLE XV - Grievance Procedure

A. Definition:

1. A "grievance" is a claim based upon an event or condition which affects the circumstances under which any office personnel works, allegedly caused by misinterpretation or inequitable application of established written law, written policy, or written terms of this Agreement.

2. The term "office personnel" includes individuals who are members of this bargaining unit covered by the Agreement.
 3. The term "days" when used in the Article shall, except where otherwise indicated, mean working days.
- B. A grievance may be filed by individual office personnel or by the Association acting through its representatives. Any adjustment of a grievance made for an individual person shall not preclude the Association or other individual persons from filing a grievance with respect to the same subject.
- C. The grievance procedure provided in this Agreement shall be the sole means of presenting and resolving grievances.
- D. All grievances shall be presented in accordance with the following procedure:
1. Level One
The employee shall first present the grievance to their immediate supervisor verbally. Following discussion, the grievance and the supervisor's response will be put in writing if so requested by the employee. The Grievance Representative will assist the employee if the employee so desires.
 2. Level Two
If the employee is dissatisfied with the disposition of the grievance at Level One, s/he, assisted by the Grievance Representative if desired, shall file the grievance with the TAEOP Executive Board, acting as the Grievance Committee of the Association. If the Executive Board finds that the employee's claim has merit, the Grievance Representative will meet with the employee and immediate supervisor with the object of resolving the grievance informally.
 3. Level Three
If the grievant is dissatisfied with the disposition of the grievance at Level Two, either the employee or the Association Executive Board may file the grievance with the Superintendent or his/her designee within five (5) working days. The Superintendent or his/her designee shall issue a decision in writing within five (5) working days of receipt of the grievance.
 4. Level Four
If the grievant is dissatisfied with the disposition of the grievance at Level Three, either the employee or the Association Executive Board may file the grievance with the Board of Education within 5 (five) working days of the receipt of the decision at Level Three. The Board of Education shall issue its decision in writing within ten (10) working days of the presentation of the grievance.
- E. Any position vacancy that is created by an action or circumstance that is a subject of a grievance under this procedure shall not be permanently filled until the grievance is resolved.
- F. Miscellaneous
1. A grievance may be withdrawn at any level without prejudice or record. However, if in the judgment of the Association Executive Board, the grievance affects a group of office employees, the Executive Board may process the grievance at the appropriate level.

2. Copies of all written decisions of grievances shall be sent to the grievant as well as the Grievance Representative.
3. No reprisals of any kind shall be taken by or against any party of interest of any participant in the grievance procedure by reason of such participation.
4. A written grievance and the written decision of a grievance shall be filed separately from the personnel file of the grievant.
5. Failure of any step of this procedure to communicate the decision of a grievance within the specified time limit shall permit the Association to proceed to the next step of the procedure.
6. Failure to appeal a decision within a specified time limit shall be deemed an acceptance of the decision, and the grievance shall be dropped at that time.

ARTICLE XVI - Negotiation Procedures and Agreement Renewal

- A. At least ninety (90) calendar days prior to expiration of this agreement the parties will begin negotiations for a new Agreement covering wages and conditions of employment of the office personnel employed by the Board.

ARTICLE XVII- Miscellaneous Provisions

- A. If any provision of this Agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provision or applications shall continue in full force and effect.
- B. The Association agrees to allow the following clerical positions for high school co-op students:
 1. Four (4) hours per day at the Senior High School Office.
 2. Four (4) hours per day at the Middle School Office.
 3. Four (4) hours per day at each of the Elementary Buildings

Additional co-op clerical positions shall not be created or extended without approval by the Association.

It is understood and agreed that co-op students are not members of TAEOP, nor covered by this Agreement.

- C. Continuing Education/Training
(Educational Course Approval Form is attached as Appendix G)

Costs of tuition and books for any job related course or training program presented by Tecumseh Community and Adult Education or other recognized educational institution will be waived or reimbursed provided that:

1. The employee has requested and obtained the prior approval of the Superintendent or his/her designee; and
2. The employee successfully completes the course or program, and provides written documentation of same.

D. Legal Protection

The Board will provide legal defense of the employee and the school district in any proceeding arising from the employee's action(s) in properly performing the duties of his/her position. Such defense shall be without cost to the employee.

E. Lunchtime Relief Coverage (Class 4)

- I. It is hereby agreed that Class 4 will be reinstated for the purpose of providing a position for lunchtime relief at each elementary building.
- II. The principal and staff of each building will decide on a yearly basis if they desire clerical coverage of the office or lunchtime supervision/dispensing of medication for that relief time subject to the following:
 - A. If the decision is for clerical coverage, the relief person will be paid according to the TAEOP wage scale, Class 4. The duties will include message taking, phone coverage, pupil and teacher service, dispensing of medications, and other normal receptionist duties.
 - B. If the decision is for lunch supervisor duties, the relief person will be paid according to the lunch supervisor's pay scale. The duties will be that of any normal lunch supervisor, including dispensing of medications and excluding clerical duties as described above.
 - C. Seniority in the TAEOP bargaining unit shall not accrue for persons working pursuant to provision #1 above. Persons working in accordance with provision #1 shall not be subject to any other provisions of the TAEOP Master Agreement except for determination of hourly wage.
- III. The individual(s) selected for relief positions may be placed at any step on the pay scale, at the principal's discretion after review with the Supervisor of Personnel.

ARTICLE XVIII - Fringe Benefits

A. Paid Holidays

1. Twelve (12) month employees shall be paid for the following holidays: Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, one day preceding Christmas Day, Christmas Day, one day following Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day. When the holiday falls on the weekend, the preceding Friday or following Monday shall be considered the holiday.
2. Less than twelve (12) month employees shall be paid for the following holidays: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, one day preceding or following Christmas Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day.
3. Any TAEOP member scheduled to work over Independence Day shall be given that day as a paid holiday. When the holiday falls on the weekend, the preceding Friday or the following Monday shall be considered the holiday.

B. Accumulated Leave Pay

Employees covered by this Agreement who have accumulated more than seventy (70) days of leave with pay at June 30 of any contract year will receive forty-five dollars (\$45.00) per day for days in excess of seventy (70) by September 30th.

C. Termination / Retirement Pay

Upon voluntary separation, resignation, or retirement, employees covered by this Agreement with a minimum of five (5) years of employment will receive forty dollars (\$40.00) per day for unused leave with pay days in an annuity of their choice of Board approved programs.

D. Insurance

The Board shall provide without cost to the employees regularly scheduled to work seven (7) hours per day or more covered by this Agreement, for a twelve (12) month period, for the employee and his/her entire family:

For the 2006-2007 year of this Agreement, all members of the TAEOP electing full health insurance coverage shall change to Choices II 10/20 drug card, with VSP3. All others areas shall remain the same.

1. Choices II with \$10/20 drug card
 - a. LONG TERM DISABILITY PLAN 2 - 66 2/3%
90 calendar days modified fill
\$7,500 maximum
Social Security Freeze
Alcoholism/Drug Addiction and Mental/Nervous (same as any other illness)
COLA
 - b. DELTA DENTAL
E006 (100 : 80/80/75: \$1,200 maximum)
 - c. NEGOTIATED LIFE
\$40,000 AD&D
 - d. VISION
VSP-3

For the 2007-2008 year of this Agreement, PLAN A members shall pay 3% of the premium cost each month. Additionally, PLAN A premium costs are to be paid on a pre-tax basis.

2. PLAN B - FOR EMPLOYEES NOT NEEDING HEALTH INSURANCE

- a. LONG-TERM DISABILITY
66 2/3% same as above
- b. DELTA DENTAL
Auto +008 - (100: 90/90/90: \$1,500 maximum)
- c. NEGOTIATED LIFE
\$50,000 AD&D
- d. VISION
VSP - 3
- e. All members opting out of full health insurance shall receive \$300.00 per month, distributed over the employee's elected pay option. All other areas shall remain the same for Plan B members.

3. The Board shall provide without cost to the employees regularly scheduled to work at least four (4) and less than seven (7) hours per day covered by this Agreement, for a twelve (12) month period, for the employee and his/her entire family:
 - a. DELTA DENTAL
E006 (100 : 80/80/75: \$1,200 maximum)
 - b. VISION
VSP - 2
 - c. NEGOTIATED LIFE
\$20,000 AD&D
4. During the 2007-2008 and 2009-2010 contract years of this Agreement, the benefit portion of this Agreement shall be opened and reconsidered by both parties.

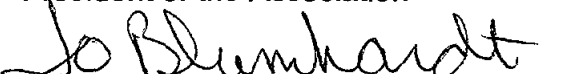
ARTICLE XIX - Entire Agreement

This Agreement supersedes and cancels all previous agreements and understandings, verbal or written, and all previous employment practices and fringe benefits, and constitutes the entire agreement between the parties regarding wages, hours and working conditions of TAEOP personnel of the Tecumseh School District. This Agreement shall be the sole and exclusive source of any and all employee benefits for those employees covered by the Agreement. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto. This Agreement shall be effective as of January 29, 2007, and continue in effect for four (4) years until the 30th day of June, 2010. For the duration of this Agreement, the parties agree to engage in ongoing bargaining on a schedule to be mutually determined. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

SIGNATURES:



President of the Association



Chairperson, Negotiation Committee



Superintendent



President of Board of Education

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WAGE SCHEDULE
TAEOP Wages

2006-2007

1.5% Steps

<u>Class</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Pre-1990</u>
1	\$14.43	\$16.04	\$16.88	\$19.13
2	\$12.69	\$14.39	\$15.26	\$18.14
3	\$10.63	\$12.27	\$13.11	\$16.91
4	\$9.18	\$9.94	\$10.39	

Longevity

8-9	\$0.35
10-14	\$0.50
15-19	\$0.80
20-24	\$1.10
25-27	\$1.35
28+	\$1.60

Additional compensation for 2006-2007:

- ♦ A 1.0% lump sum payment shall be paid to all members at the end of the 2006-2007 school year.
- ♦ The four elementary secretarial positions shall receive a \$1.50 per hour increase for one year only. This shall not set precedence for future years.
- ♦ All wage and benefit changes are retroactive to the start of the 2006-2007 school year.

2007-2008 – Same percentage increase as other bargaining units, but not a hourly pay decrease.

2008-2009 – Wage opener.

2009-2010 – Wage opener.

LONGEVITY

Longevity is based on length of current employment only. Prior employment with Tecumseh Public Schools separated by a break of six months or more does not count. Employees previously granted longevity credit equal to experience credit will continue on current longevity schedule. Employees hired after July 1, 1990 will accrue longevity credit only with length of time served as an employee of Tecumseh Public Schools.

CLASSIFICATIONS

CLASS I

Administrative Assistant for Fund & Pupil Accounting

CLASS II

Administrative Secretary, Curriculum/Instruction
Administrative Secretary, Senior High School
Administrative Secretary, Middle School

CLASS III

Secretary for Technology
Secretary to the Director of Athletics
Secretary, Senior High School Office
Secretary, Middle School Office
Building Secretary, Elementary Schools
Attendance Secretary, Senior High School
Secretary, Senior High School Guidance Office
Secretary, Maintenance
Secretary, Accounts Payable
Secretary, Purchasing/Payroll
Secretary, Middle School Office

CLASS IV

Receptionist/Clerk, Elementary Schools

NOTE:

During the 2006-2007 school year, Administration and TAEOP members shall meet to restructure the classifications of this bargaining unit.

**Tecumseh Public Schools
TAEOP Quality Improvement Process**

Employee Name _____ **Position** _____

Supervisor Name _____ **Building** _____

Initial Meeting _____ **Date** _____

Interim Meeting _____ **Date** _____

Employee Name _____ **School Year** _____

Final Meeting

Date _____

Supervisor's Signature _____

Date _____

Employee's Signature _____

Date _____

(NOTE: Employee's signature acknowledges receipt of copy of this form and the opportunity to discuss same with administrator/supervisor and does not necessarily imply agreement.)

**Tecumseh Public Schools
Developmental Action Plan**

Employee Name _____ **Position** _____

Supervisor Name _____ **Building** _____

I. Specific Performance Improvement Required

II. Education/Training/Supervisory Interventions/Strategies:

III. Monitoring:

Expected Completion/Review Date: _____

Supervisor's Signature _____ **Date** _____

Employee's Signature _____ **Date** _____

**Tecumseh Public Schools
TAEOP Probationary Appraisal Form**

Employee Name _____ **Position** _____

Supervisor Name _____ **Building** _____

1. Knowledge of Work

Excellent Satisfactory Needs Improvement **Comments:** _____

2. Quality of Work

Excellent Satisfactory Needs Improvement **Comments:** _____

3. Initiative

Excellent Satisfactory Needs Improvement **Comments:** _____

4. Attendance/Punctuality

Excellent Satisfactory Needs Improvement **Comments:** _____

5. **Quantity of Work**
Excellent Satisfactory Needs Improvement Comments: _____

6. **Working Relationships**
Excellent Satisfactory Needs Improvement Comments: _____

7. **Responsibility/Judgment**
Excellent Satisfactory Needs Improvement Comments: _____

8. **Communication/Cooperation**
Excellent Satisfactory Needs Improvement Comments: _____

Supervisor's Signature _____ **Date** _____

Employee's Signature _____ **Date** _____

(NOTE: Employee's signature acknowledges receipt of copy of this appraisal and the opportunity to discuss same with evaluator and does not necessarily imply agreement.)

**TECUMSEH PUBLIC SCHOOLS
Secretarial Voluntary Transfer Form**

An opportunity to request a voluntary transfer is being provided for those interested in moving from their present position to another position in the district. After all requests have been submitted, the requests will be reviewed with final determination of any transfer to be at the discretion of the Superintendent or his/her designee.

Please submit your request by indicating your choices. Note that you may submit 3 (three) choices. Please be specific, where needed, to clarify your choice.

Example 1:

Choice 1: Secretarial, Middle School
Choice 2: Secretary, Central Office
Choice 3: Secretary, Patterson

Example 2:

Choice 1: Secretary, Patterson School
Choice 2: Stay where I am
Choice 3: _____

This form must be returned to the Superintendent or his/her designee by June 30 and decisions will be made no later than July 31.

Secretary's Name: _____

Present Position

(For coming year): _____

Building

Position

Choice #1: _____

Choice #2: _____

Choice #3: _____

**Tecumseh Public Schools
Request for Approval of Job-Related Coursework**

Employee Name _____ Bldg _____ Date _____

1. Course or Training Program (*attach bulletin or other official description*)

2. Educational Institution _____

3. Course Dates/Term _____

4. How will the course assist you in your present work assignment?

RECOMMENDED: Yes No

Principal/Director Signature

Date

APPROVED: Yes No

Superintendent or Designee Signature

Date

Request for Reimbursement

_____ Written Proof of successful course completion attached.

\$ _____ Amount to be reimbursed

_____ Payment Approved _____

Exec. Director, Finance & Operations Signature

2007-2008 Work Year Schedule

The working hours and days shall be as follows for secretaries working less than 12 months during the 2007-2008 school year:

- Elementary secretaries: 15 days prior to students first day; 5 days after last day for teachers.
- Middle School receptionist: 5 days prior to students first day; 5 days after last day for teachers.
- Middle School office secretary: 15 days prior to students first day; 5 days after last day for teachers.
- Middle School administrative secretary: 15 days prior to students first day; 10 days after last day for teachers.
- High School office secretary: 5 days prior to students first day; 5 days after last day for teachers.
- High School attendance secretary: 2 days prior to students first day; 2 days after last day for teachers.
- High School administrative secretary: 20 days prior to students first day; 15 days after last day for teachers.
- High School counseling secretary: 10 days prior to students first day; 10 days after last day for teachers.
- Athletic secretary: starts the first day of practice for students in the fall; 15 days after last day of students' final competition for the year.

Secretary Seniority List

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>HIRE DATE</u>	<u>YEAR</u>	<u>CLASS</u>	<u>POSITION</u>	<u>LOCATION</u>
Lloyd	Cheryl	8/26/1985	85	III	Payroll Secretary	Central
Blumhardt	Jo	10/28/1985	85	II	Curriculum Admin Secretary	Central
Salisbury	Terrie	8/11/1986	86	III	Guidance Office Secretary	High School
Manwaring	Peggy	9/22/1986	86	III	Attendance Office Secretary	High School
Greiman	Judy	2/10/1988	88	III	Athletics Office Secretary	High School
Schmidt	Kathryn	10/12/1988	88	III	Office Secretary	Middle School
Brown	Stephanie	8/19/1991	91	II	Admin Secretary	High School
Nykodym	Barbara	1/13/1992	92	II	Admin Secretary	Middle School
Masten	Donna	8/9/1995	95	III	Accounts Payable Secretary	Central
Hunt	Penny	12/11/1995	95	III	Technology Secretary	Central - Tech
Glascock	Frances	11/6/1996	96	III	Receptionist/Secretary	Middle School
Eggleston	M. Rosanne	12/2/1996	96	III	Elementary Secretary	Herrick Park
Mitchell	Shirley	12/9/1999	99	I	Admin Asst Fund/Child Acct	Central
Bender	Holly	8/7/2000	0	II	Receptionist/Secretary	High School
Downing	Bonnie	12/9/2002	2	III	Elementary Secretary	Sutton
Meyers	Joni	9/28/2003	3	III	Elementary Secretary	Patterson
Compau	Linda	10/6/2003	3	III	Elementary Secretary	Acres